

Institutional Ergonomics Committee

January 3, 2000 Meeting Minutes

Committee Attendees: Ken Huff, PTLA; Gary Whitney, ESA-FM-ESH; Fran Talley, PA; Faye Miller, BUS-RM; Raeanna Sharp-Geiger, MST-OPS; Michael Brandt, ESH-5; Tina Montoya, LC; Larry Wardlow, ESH-2; Mary Carol Williams, CIC-18; Mabel Grey-Vigil X-DO; Ernesto Vigil, ESH-5/DX-DO; Carol Smith, BUS-4; Carlos Garcia, E-DO.

Ergonomics Community Members: Lezlie Morris, ESH-2; Patty Mahoney, Zone 6/ESH-3.

Committee Business Items:

- Mary Carol Williams: Has requested that ESH-2 review an exercise instruction sheet for use by employees while working at their desks. If ESH-2 approves the use of the instruction sheet, it will be posted on the ergonomics web site.
- Alternates: Please remember to identify an alternate who will serve in your place when you cannot attend Committee meetings/functions.
- Office Design Checklist: The checklist will be sent to Annette Houston, BUS-5/1 as technical guidance for use in the contract bid package for office design and furniture installation.

Elections: Congratulations to Carol Smith, Chair; and Larry Wardlow, Vice Chair.

Document Review: The Committee Charter and By-laws were finalized. The changes have been incorporated into the documents attached. If you can 'live with' the wording, please send an e- mail acknowledging that you accept the wording of each document. Your e- mail will serve as an electronic ballot. If eight (8) affirmative ballots are received for each individual document, then they will be accepted as approved and final.

Priority Setting/Strategic Planning: A summary of the discussion and the flip charts is provided below:

Chart 1:

- Several areas that the Committee should consider developing policy for include:
 - Furniture and equipment assignments to individual employees. This would cover any employee such as employees deployed from a home organization.

- Determining 'who pays' for health and safety improvements for contractor employees working in Laboratory facilities.
- Establishing a policy for prevention by requiring breaks.
- Writing a generic HCP for ergonomics hazards and risks.
- Writing an ergonomics LIG.

Chart 2:

- The goal for strategic planning should be to agree on a process for selecting important issues that the Committee should consider and avoiding trivia and non-value added or otherwise unimportant activities.
- The key question to answer here is: "How can Committee members make the most of our 4 hours/month together?"

Chart 3:

- The roles and responsibilities for the Committee as defined in the LIR are as follows:
 - Identify special emphasis areas
 - Foster communications
 - Evaluate the impact of any proposed changes to the LIR
 - Support the development of the strategic plan
 - Communicate the effectiveness and performance of the Ergonomics Program

Chart 4:

- Program Implementation: this topic was identified as a priority during the Ergonomic Workshops (held in May and July 1999). The issues covered under this topic included:
 - Planning/Priorities
 - Annual Goals/Direction
 - Communication
 - Resource Allocation
 - Performance Measurement
 - Feedback/Lessons Learned
 - Proactive versus Reactive Ergonomics Program
 - The Problem Statement for this topic is summarized as follows: "How to focus implementation activities of the Ergonomics Program on an employee centric program with employee accountability."
"How to implement the Ergonomics Program at LANL?"

Chart 5:

- Resource Management: this topic was identified as a priority during the Ergonomic Workshops (held in May and July 1999). The issues covered under this topic included:
 - Roles, responsibilities, accountability and authority
 - Resource ownership
 - Priorities
 - Feedback and communication

- The Problem Statement for this topic is summarized as follows: "There is a lack of basic understanding of roles and responsibilities, resource ownership, program priorities, and a proactive resource management for the Ergonomics Program at LANL."

Chart 6:

- Common Points Between these Topics
 - Priorities
 - Communication
 - Resources
 - Ergonomics Program as a Proactive Process

Chart 7:

- Ergonomics Program Self Assessment Criteria
 - Measure the performance of the Program
 - Develop annual goals, risk reduction priorities, and performance measures
 - Evaluate ergonomic risks and hazards in the workplace
 - Control/mitigate identified ergonomic hazards and risks
 - Medically manage ill and injured employees
 - Train at-risk employees
- **February 7, 2000 Committee Meeting**
 - Panel Discussion: The following individuals will be invited to participate on a panel discussion:
 - Meg Cox, ESH-13
 - John Vance and Paula Mattys, ESH-5
 - Dennis Roybal, BUS-DO/RM
 - Dina Sassone, ESH-5
 - The purpose of the panel will be to tell us about:
 - the "As Is" state of their work/role and/or organization's work/role in the Ergonomic Program
 - what is working well
 - what needs improvement
 - how things could be done differently to improve the performance of the Ergonomics Program
- Carol Smith, Larry Wardlow, and Mike Brandt will meet with Denny Erickson to discuss the Committee's charter, by-laws, and other topics.
 - Denny will be invited to the February 14, 2000 Committee meeting for a progress update.
- Benchmarking of organizations with 'world class' ergonomics programs will be considered in the future.
- **NOTE:** The Committee will not meet on 1/17/00, which is a holiday.